

Horowhenua Community Consultation Grant

Criteria

2017/2018

A sum of \$5,250 has been set aside for 2017/2018 to assist Resident and Ratepayers associations within the Horowhenua District that engage in Council processes with some aspects of their administration on behalf of a geographically localised group of residents.

The Community Consultation Grant opens 1 August 2017 closes on final working day of August
No late applications will be received.

Projects cannot begin before November as decisions made in September will only be ratified in October

Eligibility

Applications over \$500 must be from associations that are formally constituted as an Incorporated Society, where part of their role is to advocate on behalf of the community at interest on Council activities and projects.

Applications up to \$500 may be from associations that are not formally constituted as an Incorporated Society, where part of their role is to advocate on behalf of the community at interest on Council activities and projects.

Eligible associations must hold meetings that are publicly advertised, including an AGM where office bearers are publicly elected. All applications must show that they are contributing towards a Horowhenua District Council strategy or action plan (all strategies available at www.horowhenua.govt.nz)

Examples of eligible projects include:

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- Administrative and secretarial expenses
- Purchases of small items of equipment to assist with ongoing operations
- Costs associated with distributing local community newsletters or other marketing, such as community website hosting, domain name fees, online Facebook advertising
- Costs associated with wider community engagement on proposed Council activities, planning and distribution of Council material
- Compiling and presenting information to Council on behalf of community communities

APPLICANT INSTRUCTIONS

1. Applicants must complete all questions on their application, supplying copies of all supporting documentation. Where there is missing information or documentation the applicant should explain why. Incomplete applications may result in a request for financial assistance being declined. While the grant remains open for applications, Council Officers may attempt to give applicants an opportunity to rectify missing elements but no guarantee is given in this regard and no request for extra information infers eligibility for a grant.

2. All successful applicants are accountable for Council funding according to the below terms and conditions. No less than nine (9) months after funding is awarded, successful applicants must have completed the project and the requisite accountability form, attaching copies of all receipts (A receipt is required for any budget line item amounting to \$250 or more).
3. Failure to provide adequate and timely reporting on funding may preclude further applications to grants administered by the Horowhenua District Council (HDC).
4. Any significant changes to the proposed project must be advised to the fund administrator immediately. Where partial funding is granted, unless otherwise expressed in writing, the applicant agrees (when uplifting the grant) that reduced funding will not affect the project as described in the application, despite shortfall.
5. If the application is successful, recognition of Horowhenua District Council's grant must be made in any advertising or promotion of the applicant's project Applicants should attach all supporting documentation that could assist the Subcommittee in their selection process.

In all cases applicants must include:

5.a. Written quotes for each expense item in your project budget that have a cost of over \$250. Local suppliers should be used where possible. Where a preferred quote is not the least expensive quote provided, this should be indicated by the applicant

5.b. A copy of your organisations latest financial statements (accounts) that includes disclosure of financial assistance received from other sources. Funds tagged for specific purposes must be clearly identified. HDC reserves the right to request that an applicant's financial accounts are reviewed or audited as a condition of any grant awarded

5.c. A bank deposit slip (or certified copy of a bank statement) for an account in the name of the applicant organisation (or parent body)

TERMS AND CONDITIONS

1 A grant recipient must:

1.a. Spend the grant within nine (9) months of a grant request being approved, within the approved time frame specified in the Accountability Reporting and Payments schedule.

1.b. Spend the grant only for the purpose(s) approved by, and subject to any conditions imposed by, the Horowhenua District Council Community Recognition and Funding Committee.

1.c. Return to the HDC any portion of the grant that is not spent on the approved purpose(s). If the grant payment includes GST, the grant recipient must also return the GST component of the grant.

1.d. Complete a outcomes based accountability report when the grant has been fully spent, or within 12 months after the grant has been approved, or upon request by HDC (whichever comes first). Payment of any subsequent grants may not be made until all milestone accountability reporting requirements are met in full.

1.e. Make any files or records relating to the activity or project available for inspection within 10 working days if requested by HDC.

- 1.f. Keep financial records that demonstrate how the grant was spent for five (5) years after the end of the agreement term.
 - 1.g. Acknowledge the receipt of HDC grant as a separate entry in its financial statements, or in a note to its financial statements.
 - 1.h. Inform HDC of any changes that affect the organisation's ability to deliver the activity(ies) or project(s) (eg changes to financial situation; an intention to wind-up or cease operations; or any other significant event, or failure to meet child protection standards), before the grant has been fully used.
 - 1.i. Agree to notify HDC if any of the grant money is stolen or misappropriated and to consider if Police charges need to be laid.
 - 1.j. Agree that HDC have authority to publish that the grant has been made to the grant recipient for the approved purpose.
2. During the term of this agreement a grant recipient may request a variation to the purpose, term, or conditions of this agreement. This needs to be requested before any expenditure, failure to do so will be treated as non-compliance with grant terms and conditions.
 3. A grant must not be spent on any item that falls within the exclusions outlined by HDC.
 4. Failure to comply with any of the terms and conditions within this agreement, or the provision of false information in the request may result, without limitation, in Horowhenua District Council terminating this agreement and:
 - 4.a. Requiring repayment of all or part of the grant.
 - 4.b. Withholding payment of this and other HDC administered grants until issues are resolved.
 - 4.c. Imposing additional terms and conditions before any HDC funding is approved.
 - 4.d. Recommending to the Community Recognition & Funding committee, to decline future funding.
 5. For the purpose of gaining or providing information relevant to the funding of the organisation, the HDC may disclose to, or obtain information from, any other government department or agency, private person or organisation.
 6. The HDC is subject to the Official Information Act 1982 and may be required to release information unless there is good reason under the Act to withhold the information.